

Vacancy Announcement



Inspiring Excellence

Centre for Peace and Justice

Position Title: Project Assistant	Expected Starting Date: October, 2024
Reporting Line: Associate Director, CPJ, BRAC University	Direct Reporting: Education Officer- LIT, CPJ BRAC University
Duration: 6 Months (with probable extension)	No of Position: 03
Type of Appointment: Contractual	Work station: Ukhiya, Cox's Bazar
Salary: Negotiable	Experience: 2 Years

BACKGROUND:

Centre for Peace and Justice (CPJ) is a multi-disciplinary academic institute, which promotes global peace and social justice through quality education, research, training and advocacy. CPJ is committed to identifying and promoting sustainable and inclusive solutions to a wide range of global concerns and issues, including fragility, conflict and violence. The institute has multiple interventions in Cox's Bazar under its Refugee Studies Unit (RSU). We are looking for three experienced and self-motivated Project Assistants according to the below Terms of Reference;

POSITION OVERVIEW:

The Project Assistants will be responsible for working on "**Language, Images, and Analytical Thinking (LIT)**" programme.

SCOPE OF WORK:

- Provide programmatic assistance to the project team;
- Support in recruitment of the facilitators and the learners based on the project requirement;
- Maintain the regular communication with the learners, parents and the local institutes;
- Regular visits to learning centers within the camp to assess operations and ensure smooth project execution;
- Identify and address challenges faced by volunteers that may hinder the successful implementation of the project;
- Monitor the camp activities and report to the project team;
- Support to organize community engagement activities with parents, stakeholders, other community people in the camps;
- Support to the project team to carry out desk research, context analysis and other project related researches;
- Support to training facilitation conduct the workshops, seminars and the research activities;
- Ensure logistics, finance and administrative support for the smooth implementation of project activities;
- Support to the Education Officer and also the project team;
- Ensure reporting and documentation of the project activities and maintain the learner's database;
- Liaison with the CiC, Upazila Administration and community institutes;
- Ensure PSEA awareness and related grievance mechanism as per the office policies;
- Participate at the camp level meetings and coordinate accordingly; and
- Any other duties and responsibilities assigned by the CPJ.

EDUCATION AND EXPERIENCE

- Completed Bachelor Degree from a reputed academic institution preferably in Social Science or other relevant subjects;
- Minimum of 2 years of professional relevant experience in the similar position will be preferred;
- Fluency in Chittagonian, Rohingya and English dialect will be preferred;
- Ability to write reports in English;
- Proficiency in Microsoft Office other relevant software and IT skills.

Deadline of Application Submission: CV along with a motivation letter should be sent to cpi@bracu.ac.bd By 25th September, 2024 mentioning name of position in the subject line.

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- *CPJ is an equal opportunity employer and women are encouraged to apply*
 - *Please note that only short-listed candidates will be called for interview*
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